

## **How to submit documentation to the NFO to Pilot Board**

### **Definitions:**

**Application** - Word document (on NFO to Pilot webpage) from you to PERS-433E stating your intentions to apply for the program.

**Medical Forms** - All required medical info per board announcement message for applicant's Student Naval Aviator flight physical

**Correspondence** - Any amplifying documentation once your application is submitted such as recent FITREPs, awards, qualifications, education, updated photo, etc and letters to the board (LTB). Typical letters to the board are letters explaining something in your record. LTBs can be from you or another Officer on your behalf but must be submitted by the applicant. LTBs are not required and are typically used to explain an adverse or non-standard point in your record or missing information.

### **CHECKLIST (for submitting correspondence to the board):**

- ☐ Include board # on your letter and envelope.
- ☐ Use either a binder clip or paper clip (**no staples**) to fasten your documents together.
- ☐ All correspondence needs to have a signed cover letter (see example below).
- ☐ All correspondence needs to have "YOUR NAME / YOUR COMPLETE SOCIAL SECURITY NUMBER" in the upper right hand corner of all pages prior to sending.
- ☐ Correspondence will update your record for this board, but will NOT update your permanent record. You will have to coordinate to correct your information on your permanent record separately.
- ☐ If someone desires to write a LTB on your behalf, you must send a cover letter signed by you (authorizing inclusion into the board) and list the LTB as an enclosure.

### **Applications and correspondence shall be sent via the following:**

i. Via e-mail. Send an encrypted email with PDF attachment to cscselboard(at)navy.mil and CC [john.c.coleman@navy.mil](mailto:john.c.coleman@navy.mil) AND YOUR DETAILER. Subject "FY17 NFO TO PILOT BOARD APPLICATION/CORRESPONDENCE (as applicable)"

ii. Via U.S. Postal Service (use following address):

NAVY PERSONNEL COMMAND  
FY17 NFO TO PILOT SELECTION BOARD (BOARD #347)  
CUSTOMER SERVICE CENTER (PERS-1)

5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6300

iii. Via FEDEX/UPS/DHL (use following address):

NAVY PERSONNEL COMMAND  
FY17 NFO TO PILOT SELECTION BOARD (BOARD #347)  
CUSTOMER SERVICE CENTER (PERS-1)  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055-6300

**Medical documents shall be sent via the following:**

Examining flight surgeons are to upload all medical documents to the Aeromedical Electronic Resource Officer (AERO) website and send notification email to Brian Hashey ([brian.hashey@med.navy.mil](mailto:brian.hashey@med.navy.mil)). Email subject line "FY17 NFO TO PILOT BOARD SNA FLIGHT PHYSICAL."

**INFORMATION SUBMITTED AFTER THE BELOW DEADLINES WILL NOT BE CONSIDERED.**

- i. APPLICATION DEADLINE: received by 2359 11 April 2015**
- ii. MEDICAL FORMS: uploaded to AERO by 2359 11 April 2015**
- iii. CORRESPONDENCE DEADLINE: received by 2359 18 April 2014**

Applicants are encouraged to submit documentation as early as possible to allow time for feedback if in error.

IV. Applicants should confirm receipt of their application package and all correspondence by calling the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 or use the following link:

[https://ahdsedstws16.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html)

Account#: SSN (9 #s no spaces or dashes)  
Password: Date of Birth in the following format (YYYYMMDD)

This link also provides information regarding how to send encrypted email from a non-NMCI account.

XX FEB 16

From: LT/LTJG Xxx X. XXXXXXX, USN, xxx-xx-xxxx/1320  
To: President, FY17 NFO to Pilot Board (#347)

Subj: INFORMATION FOR CONSIDERATION BY THE FY17 NFO TO PILOT BOARD  
(#347)

Ref: (a) SECNAVINST 1420.1

Encl: (1) Fitness Report for the period 06FEB01-06MAY05  
(2) Navy Commendation Medal Award Citation, dtd 13 May 06  
(3) Letter of Recommendation from ADM R F Gentry

1. Per reference (a), please include enclosures (1), (2), and (3) in my official record for consideration by the FY17 NFO to Pilot Board.

Xxx X. XXXXXXX